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BOINH36,	Log No.: 13-106				
Michigan Department of	of Contact: Lisa Kinkema, MiSACWIS@michigan.gov				
Human Services Originating Office: MiSACWIS Project Office					
CC A	Subject/Title: MiSACWIS Training Sandbox Environment				
CSA	Distribution:	DHS Child Welfar	e Staff	⊠ BCAL	
	7	Private Agency C	hild Welfare Staff	⊠ cwti	
Children's Services		SA Central Office	e Managers/Staff		
Administration	Native American Tribes				
1	□ Data Management				
Communication	□ DHS County Directors				
Issuance	Adult Services Staff				
		Other: Licensin	g Staff		

A practice learning environment was created to allow MiSACWIS users to experience and rehearse job tasks prior to the MiSACWIS implementation. This learning environment is referred to as the MiSACWIS Sandbox and is designed for use during and after participation in formal MiSACWIS training. This communication offers basic information and tips about using the MiSACWIS Sandbox.

### Sandbox SignOn

- The MiSACWIS training Sandbox is located in Single Signon (SSO) at the following link: https://ssoqa.state.mi.us/
- The MiSACWIS training Sandbox is available for use during normal business hours Monday through Friday.
- To sign in to the training Sandbox, a user will need a user name and password; "Sam Weaver" is the name you will use to sign in to the MiSACWIS; there are 600 Sam Weaver sign ons available; currently, the training Sandbox does not limit the number of workers who are signed in using the same user name. Therefore, if you are signed on as Sam Weaver and you notice some problems with your cases or the data, please sign out and try to sign in as another Sam Weaver. When signing in to the Sandbox, the user will enter:
  - 1. A user name of "weavers0001" up to "weavers0600." <u>Note</u>: all of the letters in the user name are lower case.
  - 2. The password of "MiSACWIS2013" Note: All of the letters are capitalized except the "i."
  - 3. Please do <u>not</u> change the password or change any of the personal information in the Account Maintenance function.
- The first time a user logs in as a particular Sam Weaver account, s/he will have to answer the challenge response questions in SSO. Answer the challenge questions entering the word "nothing" as the answer to all of the challenge response questions. Reference the procedures below with the corresponding screen shots for accessing the MiSACWIS Training Sandbox.

All users who sign in to the Sandbox are considered "DHS employees" and the security permissions are
open for many activities that a user may not normally perform. For example, any user may enter a CPS
intake in the Sandbox; in the production environment (real world MiSACWIS after implementation),
only a user with a user group of centralized intake would be able to add a CPS intake.

### **Training Exercises**

- Attached is a copy of the training exercises that may be completed in the Sandbox. The document is
  also posted on the MiSACWIS Website. The Sandbox security allows all users the ability to perform all
  of the exercises, however, users are asked to focus on the exercises that relate to assigned job
  functions.
- Do not enter real case data in to the Sandbox.
- There are already cases and providers entered for each Sam Weaver account to show functionality on a variety of case types and roles. For example, Sam Weaver may be a CPS supervisor on one case, and a foster care worker on another case.
- The case and provider names have the same number appended to the last name as the one added to the Sam Weaver user name, e.g., user name "weavers0100" will have a case name of "Stone 100, Shelia." When using the existing cases, only use those cases that correspond to the Sam Weaver user name.
- Page 1 of the training exercise document contains a Family Overview page that provides information
  about the cases that are in the training environment. These are the same cases that are used during
  the MiSACWIS training. New cases and people may be added to the Sandbox, but do <u>not</u> enter any real
  case names.

#### Known Issues in the Sandbox Environment

- There are some known issues in the Sandbox training environment which are listed below. Please do
   <u>not call the SWSS Help Desk for any errors in the Sandbox</u>. It is a training environment, and the
   functionality will not be updated prior to the statewide release. If the system is down, the MiSACWIS
   Website will be updated with this information.
  - 1. Intake exercises, pages 14-16 some users will get a system error; it is random and not related to their data entry.
  - 2. Legal Status field exercises -
    - Anywhere there is data entered in the exercises, the system requires extra time to process.
    - o If the Legal Status drop-down list is empty, look at the bottom of the screen for the green update bars to see that the system is processing.
    - o Case Management, page16, step 8:
      - 1. Must type a space between comma and "Annie";
      - 2. Add zero ("0") after "Annie";
  - 3. Add a random 3-digit number after "Annie0".3. Provider Management, page 25:
    - This screen is difficult to use. DHS is aware and the screen has been identified for modification after go-live.

# Accessing the MiSACWIS Training Sandbox



At the SSO signin page, enter the Sam Weaver User ID (e.g., "weavers0160") and the password, "MiSACWIS2013"

State of i			
Pleas	QA QA se Logrn or Sign-Up to use Single Sign-On	QUALITY ASSURANCE QA	QA
	Upar IX: Password:	Signal page over to Single Signal page over to single Signal page over to contain your Used (D and Passerord.  Register	
	Copp.  Forgel Password?  If you have forgeden your password, clock fixed Password.  Single Spy-On system will exten you a read temporary password.  Estel Patricol.		

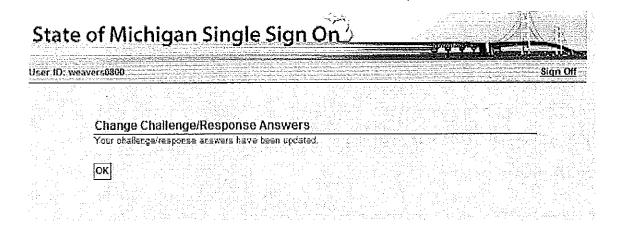
Mc Vican gor Horse | Help/FAQs | Contact Us



After you have successfully entered your User ID and password, the Change Challenge/Response Answers screen appears (this screen will only appear the first time a user has signed in for that particular Sam Weaver account).

State	of Michigan Single Sign On '	
User ID: wea	vers0101	Sign Of
	Change Challenge/Response Answers	
	Change your answers and click OK. You must provide an answer to Answers are not case sensitive.	each phallenge
	What is your mothers maiden name?	
	Answer	Confirm Answer.
	What is the name of the city in which you were born?	
: : : <del>.</del>	Answer:	Confirm Answer:
T	What are the last four (4) digits of your social security number	
	Answer:	Confirm Answer:
	What is your fathers middle name?	
	Answer:	Confirm Answer:
	OK Cancel	

- Answer the Challenge Question with the word "nothing" and confirm the answer, "nothing." Repeat this process for each Challenge Question. When complete, click "OK"
- The Change Challenge/Response Answers confirmation window displays, click "OK"



The Account Maintenance screen appears. Do not change any information in the Account Maintenance screen.

### State of Michigan Single Sign On

User ID: weavers0101

ion Off

#### **Account Maintenance**

- Change My Personal Information
- Change My Password
- . Change My Challenge/Response Answers

Done



Click Done. The Application Portal screen appears with two links:

- Business Object Production Testing
- DHS MiSACWIS Training

Do not select the Business Objects link. The Sam Weaver accounts do not have access to this link.

## State of Michigan Single Sign On



### **Application Portal**

WELCOME Sam Weaver,

Your password will expire in 106 days.

You are currently subscribed to the following applications:

- Business Objects Production Testing
- . DHS MISACWIS Training

Subscribe to Applications

Add new Roles to Existing Subscription

Account Maintenance

Sign Off

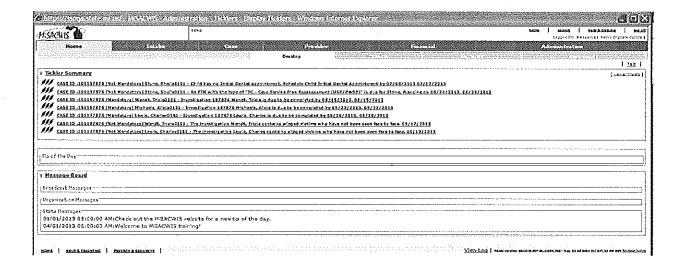
7

Click <u>DHS – MiSACWIS Training</u>. The Michigan Usage Agreement screen appears:



8

Click I Agree to agree to the usage agreement and your MiSACWIS Home Desktop screen appears.



After a user has entered challenge response questions for the particular Sam Weaver account, the user will only see steps 1, 6, 7, and 8.